

STATE CONTROLLER'S OFFICE
PERSONNEL AND PAYROLL SERVICES DIVISION
P.O. BOX 942850
SACRAMENTO, CA 94250-5878

DATE: July 3, 2017

PERSONNEL LETTER #17-017

TO: All Agencies/Campuses in the Uniform State Payroll System

FROM: Debra Spellman, Chief
Personnel and Payroll Services Division

RE: STATEWIDE PERSONNEL/PAYROLL TRAINING COSTS

Effective July 3, 2017, the cost of training outside of Sacramento is \$40.00 per student. This change is necessary due to increased travel costs.

Our goal is to provide effective, affordable training to state personnel office staff throughout California. Since 2003, we have charged departments \$25.00 per student for training outside of Sacramento, to keep training feasible while defraying our travel costs.

As a reminder, cancellations received more than five (5) working days in advance of the first day of class are accepted without charge. For each late cancellation or no show, departments will be charged \$100.00. This policy keeps our classes full, maximizing the value of training for our customers.

For any Statewide Training questions or concerns, contact our training administrator at ppsdtraining@sco.ca.gov.

DS:TR:STU